

IA5

**Hazardous Materials
(Accidental Release)**

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Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Marion County Emergency Management and the ESF-10 Lead (including the Salem Fire Department HazMat Team).	
	<input type="checkbox"/> Participate in Marion County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Marion County EOC.	
	<input type="checkbox"/> Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial IC responsibilities, and request activation/deployment of the Salem Fire Department HazMat Team.	<i>ESF 10 Annex of the County EOP</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident (recurring). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	- Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	- Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
	<input type="checkbox"/> Provide support for implementation of applicable GRPs established by the Department of Environmental Quality (DEQ) to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan</i>
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
	<input type="checkbox"/> If the situation warrants it, request activation of the Marion County EOC via the IC through the County EMD.	<i>Section 5 of the Marion EOP</i>

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	<input type="checkbox"/> Activate the Marion County EOC, coordinate response activities among AOCs and ICPs, and establish Incident Command or UC as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	Section 5 of the County EOP ESF 5 Annex of the County EOP.
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	
	<input type="checkbox"/> Notify ESF-10 supporting agencies.	ESF 10 Annex of the County EOP
	- Identify local, regional, and/or state agencies that may be able to mobilize resources to the County EOC for support.	
	<input type="checkbox"/> Contact the OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. <i>Note: The primary regional HazMat response team is located in Salem.</i>	OERS is available 24 hours a day.
	<input type="checkbox"/> Assign liaisons to the County EOC representing government agencies, private entities (i.e., railroad companies, chemical manufacturers, etc.), and other stakeholders to the Marion County EOC.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to prepare for shift change briefings.	ICS Form 201: Incident Briefing.
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the Marion County EOC, and the state ECC. Confirm operable phone numbers and backup communication links.	ESF 2 Annex to the County EOP
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	Section 4.2 of the Marion County EOP Established emergency contact lists maintained at the Marion County EOC
	- For incidents affecting navigable waterways, ensure that the U.S. Coast Guard has been notified.	
	- For incidents occurring on State highways, ensure that the ODOT has been notified.	

5. IA5 – Hazardous Materials

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	<ul style="list-style-type: none"> - Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> - If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (OSU), Oregon Department of Agriculture, and the State Veterinarian. 	<p><i>ESF 11 Annex of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> A lead PIO will be designated by the County Court. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and state agencies. 	<p><i>ESF 15 Annex of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC as dictated by incident. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to response personnel. 	<p><i>ESF-10 of the Marion County EOP</i></p>
	<ul style="list-style-type: none"> - For responses requiring assistance from the DEQ Regional Response Team, refer to the GRP applicable to the incident site and support procedures according to the Northwest Area Contingency Plan. 	<p><i>Marion County Hazardous Materials Incident Management Plan</i></p> <p><i>Northwest Area Contingency Plan (02/05)</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (recurring). 	<p><i>ESF 2 Annex of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Based upon the incident size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (recurring). Evacuation assistance should be coordinated among ESF-1 (Transportation), ESF-5 (Emergency Management), and ESF-6 (Mass Care, Housing, and Human Services). 	<p><i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes of the County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a victim decontamination and treatment area(s). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring). 	<p><i>ESF 7 Annex of County EOP</i></p>
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. 	<p><i>Section 1.4 of the County EOP</i></p>

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	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i> <i>ESF 7 Annex of the County EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish the JIC, as needed.	<i>ESF 15 Annex of the County EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (recurring).	<i>ESF 15 Annex of the County EOP</i>
	- Public information will be reviewed and approved for release by the IC and the lead PIO before dissemination to the public and/or media partners.	
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (recurring). At regular intervals the IC/EOC Manager and staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the Marion County EOC, the responsible party (if known), and the DEQ.	

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RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure that an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ESF-14 Annex of the County EOP</i>
	<input type="checkbox"/> Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate state agencies and/or private sector partners.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the Marion County EOC.	
	<input type="checkbox"/> Correct response deficiencies reflected in the IP.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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